



**First Aid Policy**  
**For**  
**The Beckmead Trust**

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## **FIRST -AID POLICY**

### **1 Introduction**

The purpose of this policy is to ensure that The Beckmead Trust complies with Health and Safety Legislation, especially with respect to there being adequate and appropriate equipment and facilities for providing first aid in the academy and during off-site activities.

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at The Beckmead Trust through the provision of first-aid equipment and trained personnel, in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981, and relevant DfES guidance.

“First Aid” means:

- (a) In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimizing the consequences of injury and illness until such help is obtained, and
- (b) Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

*H&S (First Aid) Regulations 1981*

#### Relevant Legislation

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Health and Safety (First Aid) Regulations 1981, and relevant DfES guidance.
- Guidance for First-Aid in Schools 2014
- HSE
- The Education (Schools Premises) Regulations 1996
- Selecting a First-Aid Training provider HSE 2013

This policy should be read in conjunction with the following Academy/Beckmead Trust policies and with individual academy procedures as appropriate.

- Supporting Pupils with Medical Conditions
- Health and Safety Policy

This policy will be reviewed annually and amendments can only be made following the consultation of the Trustees

This policy should be read by all staff.

Instances of non-compliance with this policy will be reviewed by the Headteacher and may be reported to the CEO.

## 2 Roles and Responsibilities

The Headteacher of The Beckmead Trust is the 'appointed person' but may discharge some of their appointed duty responsibilities to another appropriate person. In addition, they will;

- Inform employees of first aid arrangements
- Ensure an 'appointed person' is available at all times while pupils are on Academy premises or Academy visits
- Ensure minimum first aid provision (first-aiders, first-aid kits and appropriate accommodation) is provided across the academy and when pupils are off-site.
- Supplement the above provision with a risk-assessment to determine any additional needs – include risks to pupils, staff and visitors
- Oversee all first aid procedures and monitor/analyse records and statistics of accidents, near-misses and of first aid. Use this information to act to help prevent future accidents
- Ensure all staff and visitors are aware of first aid provision in each academy.
- Ensure parents are aware of the academy's arrangements for first-aid
- That the training requirements for first-aiders are fulfilled
- Accurate records are kept of all first-aid related training, including certification dates
- First-aid training has given first-aiders sufficient understanding, confidence and expertise to fulfil their role

Teachers and other staff in charge of pupils must:

- Comply with this policy
- Should use their best endeavours at all times to secure the welfare of pupils. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- Know who the first-aiders are, how to summon support and know the location of the first-aid kits
- Ensure that health and safety matters are reported promptly in order to avoid accidents
- Keep accurate records
- Report shortages of stock in the first-aid kits

Parents/carers should recognise:

- It is their responsibility to inform the Academy of any illness or injuries a child has before they arrive at the Academy.

Named First-aiders must:

- Attend relevant training and refresher courses
- Give immediate help to casualties with common injuries, illnesses and those arising from specific hazards at the Academy/whilst off-site
- If necessary, ensure that an ambulance or other medical help is called
- Keep accurate records

The appointed person:

- Takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment
- Ensures that an ambulance or other medical help is summoned when appropriate

### **3 Selection of First-aiders**

When selecting first-aiders, the Headteacher will consider the individual's

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Ability to leave their normal duties and go immediately to an emergency

### **4 Risk Assessments**

The Headteacher will maintain a working Risk Assessment of The Beckmead Trust to identify potential risks to pupils, staff and visitors and to take measures to minimise such risks. This risk assessment will be reviewed at least annually and the number of first-aiders amended accordingly.

The working risk assessment will take in to account:

- The size and layout of the academy
- The location of the academy and the size/nature of the grounds
- The entry and parking arrangements for emergency services
- Specific hazards for different rooms, e.g. Science lab
- The age, needs and nature of different groups of pupils
- The needs of any users who have a physical disability
- Out of hours arrangements e.g. lettings, parents' evenings, swimming lessons

Any temporary or short-term hazards will be added to the risk-assessment as they occur, e.g. those arising from contractors on site, sports days, open days.

## **5 Number of First-Aiders**

The number of first-aiders at any one time will be decided according to the working risk assessment of the academy.

Adequate provision for first-aid will be provided to ensure that the academy has suitable cover

- during staff leave of absence or illness
- during breaks
- whilst first-aiders are also needed for off-site provision
- for lessons involving a higher level of risk
- for pupils who are more prone to accidents or injury
- for out of hours activities and academy residential visits
- for trainees or those on a work experience

## **6 First-aid training**

All First-aiders will hold a valid certificate of competence, issued by an organisation whose training meets the required HSE standards (see Selecting a First-Aid Training provider HSE 2013) for the schools, this must include procedures for the resuscitation of children.

Refresher training and retesting of competencies will be arranged within the three-year time scale. Where a first-aider fails to attend refresher training or fails their competencies, their valid certificate will lapse. Where this is the case, the member of staff will not act as the First-Aider until such a time as they have a full valid certificate.

## **7 First-aid kits**

The school has one fully stocked first-aid kit in the main office.

In addition, the working risk assessment is used to plan the number and location of further first-aid kits, including kits to be used for off-site and outdoor provision. Where possible, the kits have been located close to hand washing facilities.

All first aid kits must be returned to their location immediately after use.

All first-aid containers are clearly marked with a white cross on a green

background and are easily accessible.

The working risk assessment will be used to identify the contents of each first-aid kit. The minimum kit will be that recommended by the HSE (see guidance on first-aid for schools 2014).

The 'appointed person' is responsible for checking the contents, quality and expiry dates of the first-aid kits.



This will be done at least half-termly or more frequently if identified through the working risk assessment. All staff have a responsibility to report shortages of stock within the first aid kits. No one should add items to the first aid kits without consultation with the appointed person. Once an item from the first-aid kit has been opened it should be used or disposed of.

When an item has been used from the first aid kit because a pupil, visitor or member of staff required treatment, then an accident form must be completed as well as the first-aid form.

## **8 First-aid accommodation**

The Education (Schools Premises) Regulations 1996 requires every school to have a suitable room that can be used for the medical or dental treatment when required and for the care of pupil during school hours. The room identified for this in each academy is published in the academies' front office.

This rooms will

- Have a wash basin
- Be reasonably close to a WC
- Be appropriate for medical care
- Be readily available for use when needed
- Need not be solely used for medical care

## **9 Infection Control**

All staff must take precautions to avoid infection and must follow basic hygiene procedures. All staff have access to single use disposable gloves and hand washing facilities. They must take care when dealing with blood or other body fluids and disposing of dressings and equipment. (See Supporting Pupils' Medical Conditions Policy). Disposable aprons must be worn where staff are working with pupils to support with personal hygiene. A new apron must be used for each pupil and disposed of appropriately.

## **10 Procedures**

The following are general first aid procedures to be followed by all first aid staff:

- If support is required for a medical emergency staff must call for medical assistance and state the location of the incident. It is advised not to request a specific named person as this could delay help arriving.
- In the event of a medical emergency, dignity and safety for all pupils must be ensured, it may be necessary to remove the casualty or the rest of the pupils from the immediate areas.
- If an ambulance is called, the call must be made from the location so current details of the casualty's condition can be given. The office must be notified and they will make arrangements to meet the ambulance. Parents and carers must be called as soon as possible, the senior member of staff will decide who will make that call depending on the circumstances and information that needs to be relayed.
- If it is decided to take a member of staff or pupil to hospital (not in an ambulance) those going off site must sign out. Pupil's parents must be informed at the earliest opportunity.

## **11 Off Site and residential arrangements**

When going off site, for day or residential visits, staff must take an off-site first aid kit. They must follow risk assessment procedures to consider the activity, location and journey and ensure that there is sufficient first aid provision to meet the needs. Staff accompanying pupils must be trained and competent to manage the specific medical conditions of those pupils. This information should be considered alongside the information laid out in the academy 'School Visits Policy.'

## **12 Out of hours arrangements**

External agencies and/or third parties leasing the Academy are required, as per the lettings policy, to make their own provision for first-aid.

Any Beckmead Trust staff lone working within the Academy need to consider if they have access to a first aid kit and that they can summon help in an emergency. If not, they need to make suitable first aid provision.

## **13 Reporting**

All accident and incidents resulting in first aid should be recorded.

Parents/carers must be informed by letter of any head injury or bump to the

head and children should be observed for 24hrs.

Serious accidents or incidents may need to be reported to the Health and Safety Executive. Any such accidents must be notified to the CEO of the Beckmead Trust and Incident Report forms completed and forwarded as soon as possible.

The Trust will notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and will act on any advice from those agencies.

#### **14 Information for Employees**

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first aiders will be provided on staff notice boards and displayed around our schools.

#### **15 Early Years and Foundation Stage (EYFS)**

In addition to the above policy where the pupil who has been injured is in EYFS, The Headteacher will ensure that parents and/or carers are informed of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

The Trust will notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

